

**ADULT AND PUBLIC HEALTH SERVICES
PORTFOLIO
DECISION RECORD
18th June 2007**

The meeting commenced at 9.00 a.m. at Jutland Road Community Centre,
Hartlepool

Present:

Gerard Hall (Adult and Public Health Portfolio Holder)

Officers: Nicola Bailey, Director of Adult and Community Services
Ralph Harrison, Head of Public Protection
Pat Watson, Democratic Services Officer

39. Neighbourhood Services Departmental Plan 2007/08
(*Director of Neighbourhood Services*)

Type of decision

Non-Key

Purpose of report

To request agreement to the Neighbourhood Services Departmental Plan for 2007/2008.

Issue(s) considered by the Portfolio Holder

The Neighbourhood Services Departmental Plan 2007 / 08 detailed the actions, performance indicators and associated risk in achieving objectives planned to be carried out by the department. National and local performance indicators were identified within the Plan, showing previous year's performance along with targets for the coming year and each indicator. In line with corporate planning requirements the plan would be reviewed on a quarterly basis. A copy of the Plan was attached as an appendix.

The Head of Public Protection gave an update on work undertaken to drainage in cemeteries and an outline of costs.

The Portfolio Holder asked if the Head of Public Protection was aware of any possible implications that single status would have on recruitment and retention. The Head of Public Protection explained the staffing situation

and the introduction of the Career Grade Scheme within Environmental Health and Trading Standards.

The Portfolio Holder asked if, where there are dated targets, are the department of course to meet them. The Head of Public Protection indicated that targets should be met and any outstanding issues would be included in the quarterly report.

Decision

The Portfolio Holder approved the Neighbourhood Services Departmental Plan 2007/8.

40. Adult and Community Services Departmental Plan 2006/07 – Outturn Monitoring Report *(Director of Adult and Community Services)*

Type of decision

Non-Key

Purpose of report

To inform the Portfolio Holder of the progress made against the Adult and Community Services Departmental Plan 2006/07.

Issue(s) considered by the Portfolio Holder

The Portfolio Holder was advised that the Adult and Community Services Department includes Community Services, reporting to Culture, Leisure and Tourism Portfolio Holder and Adult Services and Adult Education reporting to the Adult and Public Health Portfolio Holder.

The report indicated that the Adult and Community Services Departmental Plan 2006/07 sets out the key tasks and issues with an Action Plan to show what is to be achieved by the department in the coming year. The Plan also describes how the department contributes to the Organisational Development Improvement Priorities as laid out in the 2006/07 Corporate Plan; It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department, and monitoring progress against overall Council aims.

The Outturn Performance section of the report detailed how the Adult Services Division had performance in relation to the key actions and performance indicators that were included in the Plan. On a quarterly basis officers from across the department are asked, via the Performance Management database, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.

Within Adult Services there had been a total of 104 actions and 28 performance indicators identified and a table within the report summarized the progress made, towards achieving the actions and PIs. A total of 73 actions (70.2%) had already been completed or achieved, and a further 21 (20.2%) were on target to be completed by the target date. Seven actions had been highlighted as not having met the target – information on these actions was included in a table within the report. Twenty (58.8%) of the PIs had been highlighted as hitting or being expected to hit the target and eight had not hit the year end target – information on these was also included in the table within the report.

The report listed the following actions that had been completed within Adult Services Division within the fourth Quarter:

- Progressing the Hartfields Extra Care Village, including contracts and admission criteria;
- Putting in place integrated locality teams and single assessment process;
- Managing the Neighbourhood Renewal Fund programme and budget.

The Director of Adult and Community Services agreed to advise the Portfolio Holder of numbers in relation to ACSP19.

The Portfolio Holder referred to possible reasons for sickness levels. The Director advised what steps were currently being taken within the department, looking first at long term sickness then at intermittent. Comparisons had been made with other departments and other local authorities. The Director agreed that job related stress was a contributory factor and the need for Officers to have support to manage it. Also effective training was needed for managers. The measures were having an impact and levels of absence were decreasing.

Decision

The Portfolio Holder noted the achievement on actions and indicators.

J A BROWN

CHIEF SOLICITOR

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